

CERRITOS COLLEGE
COORDINATING COMMITTEE MINUTES
October 10, 2016

PRESENT: Dr. Jose Fierro
Dr. Stephen Johnson
Ali Delawalla
Harry Joel
Dr. Renée DeLong
Michelle Lewellen
Dr. Solomon Namala
April Griffin
David Ward
Miriam Tolson
Julie Mun

ABSENT: Rick Miranda
Armando Soto
Lynn Laughon
Saul Lopez-Pulido

GUEST(s): Julie Bathke
Dr. David Betancourt
Mark Fronke
Dr. Bob Livingston
Dr. Frank Mixson

I. MEETING CALLED TO ORDER

Dr. Fierro called the meeting to order at 1:06 p.m.

II. PUBLIC COMMENTS

None

III. INTRODUCTION OF NEW EMPLOYEES & ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITIES

Information regarding all employment opportunities is posted on the Human Resources webpage.

<u>Employment Opportunities</u>	<u>Closing Date</u>
Full-Time Forensics/Speech Instructor	11/13/16

IV. APPROVAL OF MINUTES – September 26, 2016

It was moved by Ms. Tolson and seconded by Mr. Joel to approve the September 26 minutes. The vote for approval was 6-0-2; Dr. Fierro and Dr. Johnson abstained. Mr. Delawalla, Dr. DeLong, and Dr. Namala were not present for the vote.

V. BOARD AGENDA – October 19, 2016

The committee reviewed the draft October 19 Board Agenda.

VI. ITEMS FROM INSTITUTIONAL COMMITTEES

Developmental Education

Dr. Mixson distributed the attached September 20 meeting minutes and October 4 meeting agenda. He stated that the majority of the committee’s work involves the [Accelerated Instruction in Math and English \(AIME\) program](#). He thanked Andrea Wittig, Kolleen Kalt, Connie Boardman, David Fabish, and Shawna Baskette for their support and assistance. He stated that the purpose of the program is to provide students with the opportunity to complete their developmental education sequence and college-level math and/or English course in two semesters through accelerated pathways and integrated student support. Dr.

Mixson discussed the requirements students must meet in order to remain in the program, purposes of the Enhancement Center, and provided a summary of student participation and pass rates. He also discussed proposed Adult Education, math, and English pathways for academic year 2017-18.

VII. ITEMS FROM FACULTY SENATE STANDING COMMITTEES

Academic Excellence

Dr. David Betancourt distributed the attached August 30 agenda outcomes. He stated that the committee solidified its schedule to prepare for the annual Academic Excellence Awards, which is scheduled for Thursday, March 30 to begin at 7:00 p.m. in the Burnight Center Theatre.

Hiring Standards

Dr. Bob Livingston stated that in academic year 2015-16, the committee processed 45 faculty equivalency requests. The committee also reviewed emergency hire requests. Dr. Livingston stated that a good system is in place to meet the committee's goal to process requests within 48 hours of receipt. The representatives are active and take pride in upholding the college's high standards for faculty.

Sabbatical Leave

Ms. Bathke distributed the attached update of committee activities. She stated that eight applications for full-year sabbatical leaves for academic year 2017-18 have been received. The committee has developed a new system for coordinating feedback to hold direct interviews with applicants as a committee rather than rating applications individually. This is a more efficient process and the committee plans to complete the review process in December so that its recommendation can be forwarded to the Faculty Senate in January. After review by the Faculty Senate, the final recommendation will be forwarded to the Board of Trustees for approval.

Student Learning Outcomes

Mr. Fronke distributed the attached August 22 and September 12 meeting minutes. He acknowledged Dr. Mixson for his work as the previous committee chair and stated that he has been learning more about SLO best practices. He stated that most departments are currently on the third step of the reviewing, assessing, evaluating, and improvement process. Departments are encouraged to assess SLOs as often as possible and there has been good response from programs that assess every course. In order for information to be useful and to make improvements, feedback in regards to current practices is necessary. This will facilitate reviewing trends to identify areas where students are having difficulty. eLumen training sessions and videos are available for faculty to learn more about the system.

VIII. STATUS OF SHARED GOVERNANCE

Proposed New Board Policy and Administrative Procedure 7345 – Catastrophic Illness/Injury Leave Program

This item was postponed to the October 24 meeting.

Coordinating Committee Goals

This item was postponed to the October 24 meeting.

IX. REPORTS FROM COORDINATING COMMITTEE MEMBERS

Ms. Lewellen provided an overview of data from the full-time faculty OER awareness survey. She stated that concerns will be reviewed by Faculty Senate and the Center for Teaching Excellence (CTX) to develop strategies to increase OER awareness and discussion on campus.

X. PRESIDENT'S REPORT

Dr. Fierro reminded the committee that his next President's Hour is scheduled for Thursday, October 13 from 10:00 – 11:00 a.m. in the Board Room. He also reminded the committee that three campus forums for Vice President, Business Services candidates are scheduled for Monday, October 17 from 11:00 a.m. to 2:00 p.m. in the Teleconference Center. Campus forums for Vice President, Human Resources candidates are scheduled for Monday, October 24 from 11:00 a.m. to 2:00 p.m., so the Coordinating Committee meeting will begin at 2:00 p.m. to allow members to attend. He also stated that advertisement for the Vice President, Academic Affairs position is planned to begin in November.

Dr. Fierro stated that the Educational Master Plan project management group held its first meeting on Friday, October 7. This group will appoint representatives from their constituent groups to serve on the Educational Master Plan planning committee and ensure that the updated plan is finalized and presented to the board in May 2017.

XI. ADJOURNMENT

Meeting adjourned at 2:23 p.m.

**College Committee on Developmental Education
Minutes
September 20, 2016**

	9/6	9/20	10/4	10/18	11/1	11/15	12/6					
Sylvia Bello-Gardner - Counseling	P	A										
Connie Boardman - ACCME	P	P										
Anna Fischer - CSEA	P	P										
Mary Hunt – DSPS Proxy: Steve La Vigne	A	A										
Kolleen Kalt – English	-	P										
Martha Robles - Adult Ed	P	P										
Gabby Contreras – Adult Ed	P	P										
ASCC - Vacant	-											
CTE - Vacant	-											
Research and Planning – Kristen Fong, Andrew Kretz	P AK	P AK										
Shawna Baskette – Dean, Academic Success	A	P										
Joann Sugihara- Cheetham – ESL	P	A										
Bonnie Helberg – Reading	A	A										
Angie Conley - Math	P	A										
Frank Mixson -Dev Ed Coordinator	P	P										
Yvette Tafoya – ACCME	A	A										
Erin Cole – Faculty Senate Rep At-Large	P	A										
Suzy Heapy CSEA Rep	P	P										

The Meeting was called to order at 2:00 p.m.

Also in attendance – Andrea Wittig, David Fabish

1.0 Approval of Minutes	Minutes of September 6 meeting approved with corrections.
2.0 AIME Faculty Meeting Review	Frank Mixson reported that the AIME faculty meeting was well attended. The goals of the program, how hours are calculated, program data, changes to the Enhancement Center and general information about AIME were reviewed. The meeting gave faculty the opportunity to learn about the entire program (not piecemealed) and they in turn gave constructive suggestions.
2.1 AIME Enrollment	<p>Program enrollment was reviewed. The data indicates that most of the 267 participants enrolled consist of high school bridge students who would not realize the importance/benefit of completing the program requirements. (Guaranteed enrollment in their next course)</p> <p>Frank presented student data on success center visits/tracking hours and how it is distributed to students and faculty. He emphasized the importance of this report and how it legitimizes the program.</p>
3.0 Enhancement Center	The Enhancement Center will be going through a revamp in order to provide additional services to students who are failing or dropping their course. In addition to the modules provided, digital DLA courseware and additional tutoring requirements will be added.
4.0 New AIME Math/English Pathways	New Pathways are being reviewed and planned for math and English, to begin in the Fall, 2017. Cohorts will begin in the Fall and end in summer.
Other	Shawna Baskette reported that classrooms across from the Success Center may be available for Fall 2017. If additional space cannot be dedicated to AIME, enrollment will remain at 300 divided by math and English.

The meeting was adjourned at 3 p.m.

Next meeting: October 4, 2-3:30 p.m., LC 62



Dev Ed Committee

Date: October 4th, 2016
Time: 2:00 PM - 3:30 PM
Location: LC-62

1.0 Approval of Minutes

2.0 AIME Enrollment

- Math
- English

3.0 Success Center—Second Check in

4.0 Enhancement Center

- One-on-One Tutoring

5.0 New AIME Math Pathways

6.0 New AIME English Pathways

Next Meeting: October 18th, 2:00-3:30, TBD



Cerritos College

11110 Alondra Boulevard, Norwalk, California 90650

Academic Excellence Committee
Chair, David Betancourt, dbetancourt@cerritos.edu
August 30, 2016
11:00 a.m., CTX Conference Room

- Abbruzzese, Mark
- Graf, Marvelina
- Betancourt, David
- Carroll, Dani
- Cheatham, Teresa
- Gersitz, Lorraine
- Johnson, Debra
- Murguia, Stephanie
- Samarin, Rachel
- Sanderson, Janet
- Shimazu, Cheryl
- Smith, Felicia
- Tolson, Miriam
- Vasquez, Graciela

AGENDA OUTCOMES

1. AEC Activity Timeline **Correction in Bold**

- November: Division Reps give information at Division meetings
- December: Division Reps remind faculty regarding AEA forms (forms out in January)
- Monday, January 9, 2017 – Nomination forms distributed to faculty
- Tuesday, January 10, 2017 – Student data distributed to department chairs
- Friday, **January 27**, 2017 – Signed Nomination forms with transcripts attached are due to Division or AEC Representative
- Tuesday, March 7, 2017: AEA student photo session
- Thursday, March 30, 7:00 p.m., 2017 – Academic Excellence Awards Program in Burnight Theatre

X = Present

2. Improvements to consider in 2017 ceremony:

Agreed to implement students on stage with risers (discuss logistics at October meeting), agreed to try one big change at a time, keep reception in same place and time, no balloons, agreed to keep faculty as escorts

4. Committee Survey: no information on survey for AEC, one + comment on Betancourt

5. Keynote Speaker Possibilities: discussion to take place 10/18, bring bios and docs

Recent Speakers: Fronke, Mixon, Palumbo, Gaik, Hoppe-Nagao, Carroll, Rose, Clifford, Parsons, Recently Considered: Damon Cagnoloti, Paula Pereira, Michelle Lewellen, Lynn Stiles, Monica Bellas

6. Committee Calendar **Corrections/Revisions in Bold**

- Tuesday, August 30, 11am, CTX Conference Room
- Tuesday, October 18, 11am, CTX Conference Room
- Tuesday, November 15, 11am, CTX Conference Room
- Friday, **January 27**, NOMINATION FORMS ARE DUE!
- Tuesday, January 31, 11am, CTX Conference Room
- Tuesday, February 21, 11am, CTX Conference Room
- Tuesday, March 7, 11am, Student Center Stage (photo reception and meeting)
- Tuesday, **March 21**, 11am, CTX Conference Room
- Thursday, March 30, 7pm, Burnight Theater Academic Excellence Awards Ceremony
- Tuesday, April 18, 11am, CTX Conference Room

Coordinating Committee 10/10/16

Sabbatical Committee Report

1. Eight applicants for 2017-2018 currently in process – very likely under 5% of FTE allowable by contract
 - a. All have requested one year leaves at 100% compensation
2. New system for committee feedback coordination
3. Review application process – two revision cycles: one of two weeks, a second of one week.
4. Three faculty currently out on sabbatical leave
5. Eleven now on campus after sabbatical leave 2015-2016
 - a. reports due last week of this semester
 - b. required orientation for report writers this fall TBA
 - c. one additional returning faculty who requested and was granted extension on leave originally scheduled in 2014-2015
6. Estimate applications processed by committee end of fall semester
 - a. forward to Faculty Senate beginning of spring semester
 - b. To administrators immediately following
 - c. Schedule on BOT agenda as soon as possible



SLO Committee Minutes – 8/22/16

Date: August 22, 2016

Time: 3:30 - 4:30 p.m.

Location: SS 140

Division	Role	Name	8/22/2016	9/12/2016	9/26/2016	10/10/2016	10/24/2016	11/14/2016	11/28/2016	12/12/2016
Business	SLO Coordinator	Mark Fronke	p							
Counseling	SLO Coordinator	Jan Connal	p							
CCFF	Faculty	Solomon Namala	a							
Counseling	Faculty	Traci Ukita	a							
Curriculum	Faculty	Carrie Edwards	a							
DSPS	Faculty	Steven La Vigne	p							
Faculty Senate	Faculty	Vacant	a							
Fine Arts & Comm.	Faculty	Sergio Teran	p							
Health Occupations	Faculty	Ann Voorhies	p							
HPEDA	Faculty	Rebekah Hathaway	p							
HSS	Faculty	Jaclyn Roquillo	p							
Liberal Arts	Faculty	Chad Greene	p							
Library/LRC	Faculty	Lorraine Gersitz	p							
SEM	Faculty	Chase Tydell	a							
Technology	Faculty	Nina Motruk	a							
IERP	ACCME	Kristi Blackburn	a							
SEM	ACCME	Connie Boardman	p							
Student Services	ACCME	Terrie Lopez	p							
CSEA	Classified	Sylvia Varela	a							
ASCC	Student	Vacant	a							

	Summary of Discussion
Meeting Called to Order	SLO Coordinator Mark Fronke called the meeting to order at 3:33 p.m.
Approval of Minutes	Connie Boardman made a motion to approve the minutes from the May 9 SLO Committee meeting; Jaclyn Ronquillo second the motion. Of the eleven voting committee members present, nine voted to approve the minutes, and two- Lorraine Gersitz and Terrie Lopez- abstained. Motion carried.
Overview of SLO Assessment Guides	Fronke recommended for the committee to take a look to see if there were any changes that needed to be made. Greene confirmed that he would notify Fronke of any changes that needed to be made.
Discussion of Course-Level SLO Calendars	<p>The committee agreed to have all rubrics built by the end of the 9th week. Fronke suggested to Review Course SLO and Identify Assessment method at same time. Committee agreed to move the deadline to the third Friday in September, 16. As well as changing the deadline date of Conduct Assessments to the end of the semester as well as moving Springs deadline to the end of the semester.</p> <p>Action: Send reminders to department chairs. Responsible Party: Fronke</p>
Discussion of Shared Governance Survey	<p>Fronke shared a few comments from the Governance Survey- Spring 2016. A few suggestions- keep the SLO website up to date also improve on the details of minutes.</p> <p>Action: Update SLO website page. Improve minutes by getting a recorder. Responsibility Party: Fronke</p>
Discussion of SLO Survey Results	<p>Fronke invited Sophia Hiss and Kristen Fong to present the results from the "Assessment of Assessment" survey. The survey questions were broken down into charts and graphs.</p> <p>From the results of the survey most people answered that they would prefer a 3- year assessment cycle. Fronke shared after reviewing the results that once Canvas and eLumen is being used properly SLO assessment will be more seamless. Boardman mentioned faculty are concerned that the SLO process changes all the time. Committee agreed to not make changes until Canvas and eLumen are both being used properly. Helpful results from the survey were faculty wanting more training. Greene suggested doing screen captures for trainings.</p> <p>Action: Prepare training videos to assist faculty with the SLO assessment process. Responsibility Party: Fronke</p>

<p>Goals</p>	<p>Fronke suggested set up a guide/method process to a minimum standard to get people to include SLO information in their program review report (show action plan developed and if none a goal). Voorhies suggested entire departments to meet and do an annual Program Review. Connal suggested to develop a plan to create instructions for Canvas and make it more streamline. Another idea brought to attention was doing hands on training showing the departments how to input data as well as giving concrete examples. Fronke agreed to prepare a draft of goals for review and approval at the next meeting.</p> <p>Action: Develop goals for 2016-17 for the committee Responsibility Party: Fronke</p>
<p>Items from the floor</p>	<p>Fronke mentioned from previous minutes contacting other community colleges and developing a list of “best practices”.</p> <p>Action: Fronke to reach out to other local colleges to develop a list of “best practices” Responsibility Party: Fronke</p>
<p>Meeting Adjourned</p>	<p>Fronke adjourned the meeting at 4:47 p.m.</p>



SLO Committee Minutes

Date: September 12, 2016

Time: 3:30 - 4:30 p.m.

Location: SS 140

Division	Role	Name	8/22/2016	9/12/2016	9/26/2016	10/10/2016	10/24/2016	11/14/2016	11/28/2016	12/12/2016
Business	SLO Coordinator	Mark Fronke	P	P						
Counseling	SLO Coordinator	Jan Connal	P	A						
CCFF	Faculty	Solomon Namala	A	P						
Counseling	Faculty	Traci Ukita	A	A						
Curriculum	Faculty	Carrie Edwards	A	P						
DSPS	Faculty	Steven La Vigne	P	P						
Faculty Senate	Faculty	Vacant	A	A						
Fine Arts & Comm.	Faculty	Sergio Teran	P	A						
Health Occupations	Faculty	Ann Voorhies	P	P						
HPEDA	Faculty	Rebekah Hathaway	P	P						
HSS	Faculty	Jaclyn Ronquillo	P	P						
Liberal Arts	Faculty	Chad Greene	P	P						
Library/LRC	Faculty	Lorraine Gersitz	P	P						
SEM	Faculty	Chace Tydell	A	P						
Technology	Faculty	Nina Motruk	A	A						
IERP	ACCME	Kristi Blackburn	P	P						
SEM	ACCME	Connie Boardman	P	A						
Student Services	ACCME	Terrie Lopez	P	A						
CSEA	Classified	Sylvia Varela	A	A						
ASCC	Student	Vacant	A	A						

	Summary of Discussion
Meeting Called to Order	SLO Coordinator Mark Fronke called the meeting to order at 3:35 p.m.
Approval of Minutes	Ann Voorhies made a motion to approve the minutes from the August 22 SLO Committee meeting; Steven La Vigne second the motion. Of the eleven voting committee members present, six voted to approve minutes, and five- Carrie Edwards, Chace Tydell, Kristi Blackburn, Monica Lopez and Solomon Namala- abstained. Motion carried.
Discussion of Course-Level SLO, Certificate and Degree Calendars	<p>The committee agreed to leave the deadline date for Review Course and Degree/Certificate SLO's and Identify Assessment Method the same, Friday, September 16. For those who do not meet the September 16 deadline, Fronke will send out a reminder email and to contact him for any help needed.</p> <p>Action: Reminder email for those who did not meet deadline. Responsible Party: Fronke</p>
Discussion of SLO Survey "Free Comments"	<p>Fronke shared with committee some of the "free comments" from the SLO Survey. Most explained that they would like more training and they would prefer the training to be online.</p> <p>Action: Create videos for online training. Responsible Party: Fronke</p>
Discussion of SLO related information for accreditation report	<p>Rick Miranda shared with the committee what SLO information will be needed for the accreditation report, due in March 2017. Miranda explained to the committee that there will be three issues:</p> <ol style="list-style-type: none"> 1. Compliance 2. Recommendations 3. Annual Report <p>A letter from Barbara Beno from the ACCJC was presented. The letter provides revised requirements for preparing a Mid Term Report to the Commission. Action: Gather information for report. Responsibility: Fronke</p>
Discussion of SLO Assessment Process	<p>Jaclyn Ronquillo suggested that all Course SLO's to be assessed this semester should be set up to allow both a Rubric and an Excel spreadsheet for inputting assessment data in Elumen. Once implemented, faculty will be able to choose whichever method is best for their specific situation.</p> <p>Action: Set up assessments to accept both forms of input Responsibility: Fronke</p>
Goals for 2016-17	<p>Mark Fronke presented a draft of the Goals of the Committee for the 2016-17 academic year. After discussion, the following goals were established.</p> <ol style="list-style-type: none"> 1. Develop a process and necessary documents to assist all Departments/Programs selected for Instructional Program Review (IPR) to include SLO information (assessments, action plans and evaluations) in the self-study report. (Deadline: End of Fall 2016 semester) 2. Develop a series of workshops and/or videos to assist Department Chairs and Faculty in all steps of the SLO process including

	<p>writing/editing SLO's, assessment methods, action plan development and evaluation and use of the eLumen software. (Deadline: October 31, 2016)</p> <p>3. Develop a plan and narrative for the transition to the Canvas course management system and all implications for the SLO process. (Deadline: April 30, 2017)</p> <p>Action: Accomplished stated goals Responsibility: Fronke</p>
Dates for Training	<p>Mark Fronke presented the dates for future training sessions on Elumen to be held in the CTX</p> <ul style="list-style-type: none"> a. Committee – 12/5 @ 3:30 b. Chairs - 9/27 @ 11 am c. Faculty – 10/11 @ 11 am, 10/18 @ 5 pm <p>Action: Hold Training Sessions Responsibility: Fronke</p>
Meeting Adjourned	<p>Mark Fronke adjourned the meeting at 4:40</p>